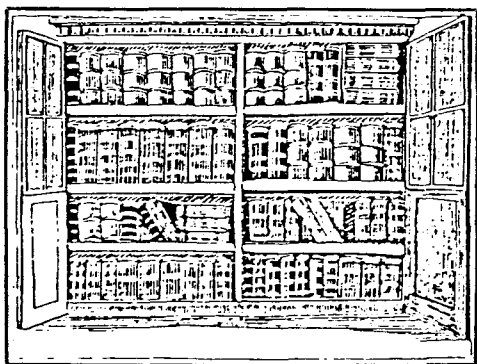


RESEARCH LIBRARIES

Progress, Challenge, Commitment

Annual Report

1978-79



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INTRODUCTION

In 1978-79, my first year at Oklahoma, our programs focused on achieving the greatest resources for the University Libraries. Significant progress was made in our quest for excellence. It is a pleasure to acknowledge the generous support given our programs by Chancellor Dunlap, President Banowsky, Provost Morris, the State Regents for Higher Education and the University of Oklahoma Board of Regents. Other university administrators, deans, faculty, the University Libraries Committee, students, staff, alumni, the University of Oklahoma Foundation and various friends also assisted in enhancing our programs. Most important, perhaps, have been the dedication and commitment of the Library faculty and staff in advancing these efforts.

ISSUES AND TRENDS

A number of issues and trends will influence library management during the new decade. With rapid technological change and the pressures to provide better services at ever-increasing costs, libraries are becoming complex organizations to manage. It is also necessary to assess and evaluate important national developments such as a National Periodicals Center, AACR 2, and network developments (Research Libraries Group, AMIGOS, OCLC, WLN and others). The effective management of our resources and the response of the University Libraries to these issues and trends will undoubtedly determine the library's future.

This report will highlight some of our significant accomplishments for 1978-79 and our plans for the coming year.

PROGRESS

ORGANIZATION

Several important organizational changes were initiated during the first year to build the foundation for future growth.

Administrative Services

Financial and human resource management are paramount concerns for libraries today. Important support functions such as personnel, budgeting, accounting, systems development, research and planning, physical facilities and services, and staff development were centralized for the first time under the office of the Assistant to the Dean for Administrative Services.

Reference Department

Reference services in the Main Library were centralized in the Spring of 1979 to offer better, more complete service and to improve the efficiency of staff time. Prior to the consolidation, the Main Library operated under a divisional arrangement in five subject areas. The centralized reference services are proving very popular with library users as well as more cost effective.

Access Services Department

Several functions and services such as circulation, reserve and stack maintenance were merged into the Access Services Department in order to improve operational efficiency. Better access to library materials is accomplished through this organizational improvement.

Collection Development

The position of Head of Collection Development was created to coordinate this vital activity. In addition, a Task Force was charged with articulating a collection development policy for the University Libraries.

Serials, Current Periodicals, Microforms

The Microforms area was merged with Serials-Current Periodicals to improve service and information access.

Organizational dynamics played an important role in our progress during the first year and provided future building blocks for the Libraries.

STAFF PARTICIPATION

New avenues for input were created last year to provide appropriate channels for the Libraries' faculty and staff to participate in management.

Affirmative Action Committee

The University Libraries is committed to the Affirmative Action policy of the University. An Affirmative Action Committee was instituted to advise search committees and administration on affirmative action policy. Its counsel is constantly helpful in maintaining a positive approach to our affirmative action goals.

Ad Hoc Advisory Committee

An advisory group composed of library faculty and staff was formed to bring diverse opinions and advice to the administration. This body provides an important communication link outside the traditional organization.

University Libraries Classified Staff Council

Although the Libraries' classified staff had been meeting as a group, there was no recognized communication vehicle to the administration. A University Libraries Classified Staff Council now meets monthly with the Assistant to the Dean to discuss broad issues of interest and the entire staff meets twice each semester.

Task Forces

Task Forces studied and made recommendations on various issues throughout the year. They brought together diverse resource strengths for problem solving. The following Task Forces were active in 1978-79: Resource Access Systems, Collection Development, Borrowing Privileges, Energy Resources Center, Facilities and Space, Computer-Based Literature Search Services.

Department Heads

The middle management level of any organization bears the major operational responsibility. Department Heads assumed a greater role in daily operations and as a group became a major source of policy making input and decision making on procedural matters.

PROGRAMS

Several important programs have been completed and others are in progress. These programs represent specific approaches to goal achievement.

Management Review and Analysis Program (MRAP)

The University Libraries completed the MRAP self study during the year with the assistance of the Office of Management Studies, the Association of Research Libraries. Most of the recommendations were implemented.

Five Year Plan

The University Libraries developed a five year plan and submitted it to the University Board of Regents. This document outlines the program requirements and resource support necessary for the Libraries' contribution to the Universities' academic excellence.

Building Expansion

In the Spring of 1979, the University of Oklahoma Board of Regents approved a major expansion of the Main Library facility. The building program written in the Summer of 1979 calls for an additional 150,000 square feet. Construction begins in March 1980 and completion is scheduled for October 1981.

Cost Studies

Cost studies were initiated to identify areas for increased cost control and improved efficiency.

Collection Development Policy

The scarcity of resources for library materials requires a comprehensive policy based on systematic approaches to collection development. A collection development policy is being articulated and it will guide our purchasing behavior through the 1980's.

Networks

Networks and other cooperative ventures are certain to have major importance in our approach to library management. Participation in the Research Libraries Group as well as other alternatives was explored.

Each of these programs brought a significant improvement in our management of library operations. Our programming will continue in the coming year with new plans for action.

SUPPORT

General Gifts

The University Libraries received many gifts last year from individuals, associations, corporations, foundations and other groups. These various patrons are very important to our programs for resource development.

Alumni Support

The Alumni of the University of Oklahoma are one of the most important sources of support for the Libraries. Last year the Alumni gave generously to the "Library Mailing" program, and the program made it possible to raise over \$40,000 for the Libraries.

Friends of the University of Oklahoma Libraries

A Steering Committee was formed to build a new Friends organization. The Friends will help channel outside support into the Libraries.

PLANS

Many positive advances have been made, but much remains to be accomplished. New concepts, theories and developments need to be studied and put into action.

Systems

The University Libraries will move aggressively into automation of library operations. Plans call for an automated circulation system and an on-line catalog as well as systems for accounting, acquisitions and serials control.

Collection Development

The framework for the formulation of a comprehensive collection development policy is well established. Although the collection is strong, there are significant gaps in our holdings. The collection development policy will address this issue and propose remedies. The policy will direct our growth through the 1980's, our reliance on cooperative ventures, and our use of microforms and other alternatives.

Staff Development

To meet its mission the University Libraries requires a sufficient number of qualified staff with diverse capabilities. Where capabilities are absent, personnel will be sought to augment our existing staff.

Cost Control

The cost of library materials and the cost of library operations continue to increase at a rapid rate. Although automation is making some headway, libraries are still very labor intensive organizations. In formulating strategy to manage cost control, we will consider such alternatives as cooperative agreements, technological advances, productivity improvement, alternative material formats as well as energy saving efforts.

Expand Services

Our organizational dynamics, mentioned earlier, were directed to better information access and improved services. This Spring the Libraries will be introducing computer reference services to the Main Library. Our Reference Department is also enhancing access through improved collection interpretation.

Regional Leadership

The University of Oklahoma Libraries plans to make a greater contribution to regional leadership in librarianship. With the growing emphasis on the Southwest, conscious, innovative leadership and management will be required to meet the demands of the 1980's in higher education. Oklahoma will strive to be in the forefront of that leadership.

CONCLUSION

Enhancement and improvement are the keys to our future library services. Strengthening library resources is our premier goal. Our faculty and staff are constantly working to refine our approaches and techniques. At the University of Oklahoma the response to the challenge of academic excellence is our commitment to build a quality research library.

The library faculty and staff carried out their responsibilities at the highest level of competence and have made positive contributions to the University.

SUMMARY STATISTICS*

<i>COLLECTIONS</i>	
Total Volumes (organized Collection) (Net Increase of 44,156)	1,731,113
Microforms	1,087,959
Manuscripts	25,000,000
Government Documents	717,323
Photographs	360,000
 <i>SERIAL SUBSCRIPTIONS</i>	 15,016
 <i>TOTAL CIRCULATION</i>	 303,127
 <i>INTERLIBRARY LOAN</i>	 27,263
 <i>OPERATING EXPENSES</i>	
Salaries and Wages	\$1,548,021
Material and Binding Expenditures	1,147,758
Operating Expenditures	321,769
Total Operating Expenses	\$3,017,548
 <i>STAFF</i>	
Librarians	48
Support Staff	86

statistics as of June 30, 1979

*figures include Law and Health Sciences Libraries

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